The NUMBER ONE Guide to GCYPAA!

GCYPAA for DRUNKS

A Reference for the Rest of Us!

GCYPAA for Drunks

A Collection of Experience, Strength, & Hope
from the GCYPAA Advisory Council

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Purpose of this Guidebook

The purpose of this Guidebook is to preserve the experience, strength and hope of those who have had the opportunity to participate in the Georgia Conference by Young People in A.A. The authors hope this material will help others be of maximum benefit to GCYPAA and enjoy their participation in the Conference.

While we are attempting to provide a comprehensive resource, we realize we cannot foresee all situations that may arise and strongly encourage readers to use common sense and spiritual principles in all activities related to GCYPAA.

With this Guidebook, we hope to simplify service to GCYPAA. The experience of bidding for and hosting a Conference should not be characterized by anxiety and conflict, but rather harmonious action for the noble purpose of carrying the message of recovery, unity and service to those who suffer from alcoholism, particularly young people in Georgia. The suggestions in this Guidebook are largely the lessons learned from past mistakes or the solutions we developed to problems that arose when bidding for and hosting GCYPAA. We hope those who read and rely on this Guidebook will remain loyal to our primary purpose and enjoy their participation in GCYPAA.

Overview of the Conference

GCYPAA is an annual A.A. Conference. GCYPAA stands for the Georgia Conference by Young People in Alcoholics Anonymous.

The Conference is a weekend celebration of recovery from alcoholism hosted by a group of recovered alcoholics that are trying to carry the message of recovery, unity and service to those who suffer from alcoholism. Generally, the Conference takes place at a hotel in Georgia and features large speaker meetings, entertainment, workshops, AA meetings and other sober activities that celebrate our recovery from alcoholism.

Each year, the Conference is hosted by a “Host Committee” representing a particular city or area. At the Conference, the next group to host GCYPAA is selected. In this way, the Conference travels the state of Georgia. Those interested in Conference history are encouraged to consult the archives displayed at the Conference and on the Conference website, www.gcypaa.org.

Generally, one begins their GCYPAA service by bidding to host the Conference in his or her area. A group of recovered alcoholics working together to bring the Conference to their area is a “Bid Committee.” At the Conference, a Bid Committee is selected to host the Conference the following year. After having the experience of hosting the Conference, some Host Committee members continue to serve the Conference as members of the “Advisory Council.”

It is hoped that an individual’s GCYPAA service may evolve from bidding for the Conference to hosting the Conference to advising others involved in GCYPAA service. Together, we help carry AA’s message to alcoholics who still suffer and along the way develop deep and lasting friendships.

BIDDING FOR THE CONFERENCE

As we noted in our Overview of the Conference, GCYPAA is held in a different city or area each year. At the Conference, one or more Bid Committees propose to host the Conference the following year. The Advisory Council selects one of these Bid Committees to host the next Conference.

In this Section, we share our experience, strength and hope about bidding to host the Conference and the "Bidding Requirements."

Purpose of Bidding

The purpose of bidding is to prepare a group to host the Conference. Many of us began our GCYPAA service with little practical experience working with others or following spiritual principles and bidding for the Conference provided us an opportunity to gain that experience.

A Bid Committee can prepare to host GCYPAA by outreaching the Conference in their area, attending the Conference and GCYPAA events, helping the Host Committee and addressing the GCYPAA Bidding Requirements.

How to Bid

A GCYPAA Bid Committee is a service committee of recovering alcoholics that represent a particular area or city.

A Bid Committee may be internally organized to assist its task. Bid Committee positions may include Chairperson, Secretary and Treasurer. If a Bid Committee has many members, additional service positions can be added – the portions of the Host Committee Section of this Guidebook about service positions and getting people involved might be useful for Bid Committees.

It's a good idea for a Bid Committee to have business meetings before bidding at the Conference. Some tips on running effective business meetings are contained in the Section of this Guidebook devoted to Hosting the Conference.

About the Bid Requirements

The Bidding Requirements should not be viewed like a daunting scavenger hunt list, but rather as some organizational ideas that are meant to help Committees effectively carry out the primary purpose of the Conference.

Although the Bidding Requirements may seem intimidating and confusing at first, those who have bid to host GCYPAA are generally happy to share their experience, strength, and hope with you throughout the bidding process. They can help answer questions you have and provide your Committee some guidance.

In this Section, we'll discuss all the Bidding Requirements (though not completely in order they are written). The full text of the GCYPAA Bid Requirements is contained in the Appendix to this Guidebook.

Token Bid VS. Full Bid

These terms may be used to describe different types of bids. A "token bid" is a loosely organized group that wishes to express its interest in hosting the Conference. A "full bid" is one that has attempted to address all the GCYPAA Bid Requirements.

Both token and full bids play a vital role in GCYPAA. On several instances, the Advisory Council has selected token bids to host GCYPAA.

Who Makes up a Bid Committee?

Bid Requirement #1 answers this question: "Three AA members under 40 years of age with a minimum of one year of sobriety must represent the bidding city. Support by AA members of all ages is strongly encouraged."

When we bid to host the Conference in Atlanta, we submitted a roster of Bid Committee members that listed ages and sobriety dates. Many of our Bid Committee members were also present at the Conference Bid Session.

Propose a Site to Host the Conference

A Bid Committee should propose a specific place in their area where the Conference could take place. This is a practical necessity for carrying the message.

Bid Requirement #2 states: "Bidders must have commitments from at least two appropriate facilities (hotels, universities, convention centers, gymnasiums, etc.) so sized as to be able accommodate the entire conference. Please include the proposed dates and diagrams of the available meeting space. All costs, both to the committee and to the attendee, must be outlined."

In our experience, the main criteria for potential facilities are size and cost.

A good approach to obtaining appropriate site proposals is to begin with a list of prospective sites in your area, then determine which have suitable conference rooms and are reasonably priced. The archives section of the GCYPAA web site lists where past Conferences have been held.

For example, when we bid to host the Conference in Atlanta, we limited our search to hotels within the I-285 perimeter, narrowed our search to hotels with conference rooms that could seat between 200 - 500 people theater style, then further narrowed our search to hotels that could offer overnight room rates under $100. Although there are many hotels in Atlanta, we quickly narrowed our search to a manageable list of facilities and used the internet and phone calls to hotel sales departments to find out more about them and to set up in-person meetings to tour the facilities. We had three hotels prepare proposals for our chosen weekend and included these proposals in our bid packet. If your area has only one appropriate facility for the Conference, that's fine, the Bid Requirements are guides to help you prepare to host the Conference.

Generally, hotels will be happy to work with Bid Committees to offer a proposal or "hotel package" to attract the Conference because hotels want to sell their services. If the Bid Committee is selected to host the Conference, the Conference will accept, perhaps with some fine tuning, one of the site offers obtained by the Bid Committee.

Most facilities will charge for use of their meeting rooms during the Conference, along with charges for any audio-visual support and coffee service they provide. As a general rule of thumb, the total cost of the facility should be no more than the total amount a Conference could expect to receive from attendee registrations.

A friend of Young People's Conferences has prepared a detailed memo on hotel contract negotiations for ICYPAA that provides many useful and relevant suggestions and is included in the Appendix to this Guidebook.

If you are having trouble with this requirement, please contact Advisory Council members who may have experience, strength and hope to share with you about working with hotels.

Make Temporary Pre-Registration Flyers

Bid Requirement #3 states: "Bidders must have available a temporary preregistration flyer with a mailing address."

You could model your temporary pre-registration flyer on a registration flyer for the Conference. The temporary pre-registration flyer can indicate that Conference details are "to be announced" so long as there is some contact information provided for those interested in the Conference to follow-up for more information. The mailing address should be a stable mailing address where AA related mail can be conveniently retrieved by the Committee.

Having a temporary pre-registration flyer at the Conference where you bid is a terrific way for a new Host Committee to outreach its Conference to the core audience of GCYPAA.

Propose Conference Dates

Bid Requirement #4 provides this guidance: "Whenever possible, provide that no large scale AA activity will be held in their city within a 30 day period before and a 30 day period after the conference date."

Experience has shown that the months of June, July and August are good months to host a Young People's Conference. The long holiday weekends have allowed extra time for the Conference.

There are a number of A.A. event calendars, such as those maintained by GSSA/Area 16, Atlanta Central Office and the AA Grapevine. Remember, this Bid Requirement is focused on your area, not AA generally, and its purpose is to avoid unnecessary conflicts with other AA events to maintain AA unity and help Conference attendance. As a practical matter, it is suggested that GCYPAA not be planned to conflict with ICYPAA, though ICYPAA dates may not be certain at the time a Bid Committee proposes its dates for GCYPAA.

Support from AA Service Structure

The AA service structure can provide valuable assistance to the Conference because it disseminates AA information to groups in your area and may provide a resource on AA Traditions. It is also hoped that GCYPAA stay united with the AA Service Structure.

In this spirit, Bid Requirement #5 provides: "Statements of support from the DCM or intergroup secretary or regional counterpart must be brought to the bidding conference."

Your DCM, or District Committee Member, is the elected chairperson of your local District of General Service Representatives (GSRs). Some metropolitan areas in Georgia have Intergroup Committees. A brief letter "To Whom It May Concern" from the appropriate person will suffice. The purpose of this Requirement is to make sure Bid Committees are in contact with the A.A. service structure.

Ability to Raise Funds

Because a Host Committee can be expected to raise funds to cover some Conference expenses, like the cost of having a speaker attend the Conference, it is suggested that Bid Committees have some experience raising funds in a responsible manner.

For this reason, Bid Requirement #6 states: "Prospective bidders will be required to demonstrate financial autonomy and responsibility within the traditions of AA as a whole, being directly involved in any activity from which funds are appreciated."

A Bid Committee's financial autonomy and responsibility may be demonstrated by hosting an event in which funds are raised responsibly and consistent with AA Traditions.

We can offer a few suggestions for Bid Committees that would like to get involved with the Conference and gain some experience working together as a Bid Committee. Our first suggestion would be to contact the current Host Committee and see what you can do to help them raise funds and outreach their Conference in your area. You could invite the Host Committee to a local AA event and help them meet young people in your area who might be interested in attending the Conference. You could also consider organizing a road trip for your Committee to attend Host Committee events together. That's a great way to build unity and support for the Conference. If you do this, consider including some AA newcomers so you can help them have some fun in recovery.

If you are interested in hosting your own event, consider a pot luck "eating meeting" with a popular speaker; it's a fun event and fairly simple to organize. For additional suggestions on event planning, see the advice on hosting events in the Host Committee section of this Guidebook.

When we were bidding to host the Conference in Atlanta, we had a great time a bonfire event, a Superbowl party, a weekend get-together where we made "fuzzies" for the Macon Host Committee and a special banquet eating meeting for which we sold tickets to AA members and contributed proceeds to the Macon Host Committee.

A Committee should be cautious about soliciting funds from outside sources as AA is self-supporting and declines outside contributions. The purpose of this Bid Requirement is not to create a fundraising competition but rather to encourage Committees to gain some experience working together.

A Bid Committee is not required to have its own bank account, but it may wish to do so.

What Happens to the Money?

Bid Requirement #7 states: "The new host city must agree that all proceeds after expenses are to be turned over to the Advisory Council for their disposition."

This Requirement calls for a Bid Committee to prospectively agree to turn over the net proceeds of the Conference it would host to the Advisory Council should the Bid Committee be selected to Host the Conference. The Advisory Council manages a modest reserve to carry out Conference activities during the year.

The funds raised by a Bid Committee while bidding may be carried over to the Host Committee that forms if the Bid Committee is select to host the Conference, carried over to a new Bid Committee or donated to AA if the Bid Committee is not selected to host the Conference. In no case should any individual member take money raised for A.A. service for personal gain.

Bid Session at the Conference

The Conference bid session is the forum where each city interested in hosting the Conference has the opportunity to present their case and illustrate their ability to meet the bidding requirements. The Advisory Council, compromised of past host city committee members, decides the location of the next yearly conference. All interested persons are welcome to attend the bidding session, which offers a significant insight into the scope of the alcoholic problem and the efforts put forth by other cities to spread the message of recovery from alcoholism in Alcoholics Anonymous.

Bid Requirement #8 provides: "There will be a maximum limit of 30 minutes for the presentation by each bidding city."

Typically, Bid Committee presentations include skits, verbal statements and, despite the seeming formality, are a lot of fun.

Some Bid Committees have prepared "bid packets" to distribute to individual GCYPAA Advisory Council members during the Bid Session of the Conference. Typically, bid packets are organized with reference to the numbered Bid Requirements. When we bid to host the Conference in Atlanta, we bought about a dozen inexpensive three-ring binders and numbered divider tabs. We organized our responses to each of the Bid Requirements in the binders with tabs and presented them to the Advisory Council during our Bid Presentation to help them consider what we'd done and what we hoped to do.

How Will You Service Alcoholics in Need?

Ultimately, GCYPAA endeavors to carry the message of recovery to those in need. Accordingly, prospective hosts should consider how they will serve GCYPAA's primary purpose.

Bid Requirement #9 states: "Bidders must concisely state how hosting the Conference in their area will serve to carry the message of recovery to alcoholics in need, especially the young person in Georgia."

It is hoped that this Bid Requirement will help those who would host the Conference consider how they can serve to carry the message to those in need which is the primary purpose of the Conference. A Bid Committee may consider where it can identify need in its area and how it has served, or will serve, to carry the message of recovery to those in need.

Propose a Conference Theme

Bid Requirement #10 provides this instruction: "Conference theme must be taken from a direct quote from the Big Book of Alcoholics Anonymous and the Peach trademark should be incorporated into all conference paraphernalia."

You may wish to review the archives section of the GCYPAA web site for past Conference theme examples.

What If Our Bid Isn't Selected?

We hope that your interest in AA Service does not wane if your bid to host, but are not awarded the Conference. Hopefully, the experience of bidding was itself rewarding and encourages you to bid again and support whoever hosts the Conference. GCYPAA greatly benefits from active, statewide participation.

HOSTING THE CONFERENCE

The GCYPAA Experience

GCYPAA was formed to keep the miracle of sobriety continuing by carrying A.A.'s message of Recovery, Unity and Service to A.A. members throughout the state of Georgia. The Conference weekend is the heart of GCYPAA. For many of us, it marked a profound turning point in our sobriety: the moment we realized we could indeed enjoy a new freedom and a new happiness. The Conference weekend is the primary vehicle by which we carry the message of recovery to those in need and very often the time that AA members unite to help carry on the Conference. For all these reasons, hosting the Conference is a special responsibility.

Your Turn to Carry the Banner

Every year since GCYPAA began, a new Host Committee has carried the Conference banner, which means doing the work necessary to organize and outreach the annual Conference. This is a substantial responsibility. It is an opportunity to carry a message of hope to those in need. It's your turn at the wheel – there are many AA members who will share their experience with GCYPAA with you and help you along, but your Committee should exercise its autonomy and work as a group to organize and outreach your Conference in order to carry the message to those in need.

Resources Available:

- The immediate past Host Committee – should be contacted for any supplies and material it can donate, also a source of information
- The GCYPAA Advisory Council – the custodian of the Conference experience, we can help outreach your Conference in the cities we represent
- GCYPAA Archives – contains examples of past programs, Conference graphics and flyers
- Seed money from The Advisory Council
- Any city bidding to host the Conference

It is our experience that a Host Committee should quickly accept and embrace the fact that it is not acting alone in the world of AA. There are many AA groups, service committees and dedicated individuals trying to carry the message of recovery to alcoholics who still suffer who will gladly help your Host Committee if provided the opportunity to do so.

Host Committee Responsibilities

Host Committee Responsibilities are suggestions from the Advisory Council for the new Host Committee. They are based on previous Conference experience. Like the Bid Requirements, they should not be viewed as an arbitrary list, but rather some useful suggestions for effectively carrying the message to those in need through GCYPAA.

The full text of the Host Committee Responsibilities is contained in the Appendix to this Guidebook.

Composition of a Host Committee

Host Committee Responsibility #1 suggests: This Conference does a greater job of carrying the message to young alcoholics when the conference planning committee is comprised of members 40 and under, with a minimum of one year's sobriety. This committee should be comprised of 15 to 21 members but no one should be excluded.

It is our experience that a small group of committed AA members can host a successful Conference. The 2005 Valdosta Host Committee did a fine job with small numbers. It is also our experience that older AA members can make great contributions to a Host Committee so long as they don't dominate a Host Committee as "bleeding deacons."

Involving AA newcomers in the service through the GCYPAA Host Committee is an essential part of carrying the message to alcoholics in need.

Host Committee Positions

A Host Committee should elect Trusted Servants to undertake certain specific responsibilities with the good of the group in mind. These are not chores or unwanted duties. The main reason for designating specific responsibilities is that often things don't get done if everyone in the group thinks someone else is just as responsible for getting things done.

It is suggested that the number and description of officer positions be flexible to accommodate the unique make-up a particular Host Committee. In Atlanta, for example, we had a relatively large number of Host Committee members, so rather than having one "Outreach Chairperson", we elected a Local Outreach Chairperson, a State Outreach Chairperson as well as members to specifically outreach to other Young People's Conferences, the AA Service Structure, and Treatment Centers. When the Conference was hosted by Valdosta, that Host Committee effectively organized fewer members without as much specialization. There is no right answer on the number of positions, but we can suggest that a Committee do its best to get people effectively involved.

It is suggested that the qualifications for some positions include a certain length of time sober in AA.

Chairperson: Shall arrange for and announce the agenda for business meetings. Shall open meetings and maintain meetings in a reasonable order. Maintain consistent contact with various officers so that the group works as a whole, an individual may need help or have opportunity to help others meet group's goals. Chairperson should have perspective on group's goals which develop in business meetings and issues/concerns of group throughout year. Important to follow-up with other officers to see work commitments are being carried out. Needs to keep positive attitude, give credit, accept responsibility and focus on solutions. Have at least two years of sobriety.

Co-Chair: Assist and support the Chair in responsibilities as requested. In absence of the Chair, shall accept the full duties of the Chair. Shall carry out various duties assigned by the Chair.

Secretary: Acts as a custodian of all materials. Keep minutes of all meetings. Maintain current contact information of Committee members, also contact information for outreach. Spot issues of old business for meeting agenda, disseminate minutes to keep Committee members informed in the events they are unable to attend meeting.

Treasurer: Keep accurate financial records of all transactions. Submit a financial statement at each meeting. Have in his / her possession at the meetings; all bank statements, deposits and checkbooks, in order to be prepared to make deposits and disbursements. Deposit funds promptly to account, reimburse expenses; should be aware of fundraising goals and able to forecast expenses; requires checking post office box regularly. Have at least two years of continuous sobriety.

Facilities / Hotel Chair: Will have the responsibility to complete negotiations with facilities, expressly for the purpose of hosting GCYPAA, as deemed appropriate by the Committee. Work with Conference hotel to meet space and special needs; responsibility for Conference decorations, signs, fuzzies, set-up needs and layout, speaker recording, literature tables at Conference, hospitality room. Coordinate clean-up during Conference. Site coordinator should be able to plan ahead, work closely with Program Coordinator and expect to be very busy during Conference weekend.

Outreach Coordinator(s): Shall have the responsibility to disseminate information about the Conference and service opportunities on the Host committee functions within the Twelve Traditions of AA. Represent Committee at A.A. events like round-ups; should be familiar with Conference registration to sign-up attendees while representing at events, might be responsible for handling some money. Might plan trips to AA meeting to disseminate information about Conference. Should be aware of service opportunities to encourage other young people to participate in service on Host Committee or in other A.A. activities.

Some Host Committee have divided the Outreach Chair positions into local and state positions. Outreach is a great area to add new positions to focus particularly on other Young Peoples' Conferences, treatment centers, special interest communities, the AA Service Structure and Al-Anon.

Registration Chair: Maintain accurate information on preconference registration; consider creating display to attract registration at events, be able to report progress of registration at business meetings. Would be responsible for registration table during Conference. May be responsible for handling money; requires checking post office box regularly. Sobriety time is usually required to handle significant amounts of money.

Program Chair: Responsible for Conference content, including speakers (including their travel arrangements), arrangement for marathon meetings, entertainment, greeters, may coordinate pre-conference event, consider banquet or alternative. Should address special needs of Conference attendees.

Archivist: Responsible for preserving a record of group activities, including all publications and merchandise, taking event photographs.

Merchandise Coordinator: Responsible for ordering and coordinating the selling of Committee-approved merchandise. Important to have responsible person keep track of t-shirts to avoid loss or damage between events.

Events Coordinator(s): Primary responsibility for planning events for the Host Committee leading up the Conference. Should coordinate event concept (e.g. dance, movie, workshop), a date and time, location with ample time for outreach. May designate additional event coordinators on an event-by-event basis, but should stand behind planning of all events so that events run smoothly from start to finish; may need to collect money and receipts at events if the treasurer is unable to attend event. Not all events are intended to raise money, but fundraising is necessary to host GCYPAA.

Some Committees have divided the Event Chair position into Local and State Events.

Hospitality Chair: Primarily responsible for the Hospitality Room at the Conference where snacks and drinks will be freely served during the Conference weekend.

Elections

Because some may feel that elections are popularity contests where there are “winners” and “losers”, it is suggested that a new Host Committee conduct elections in a fair and efficient manner. We wish to emphasize that the primary purpose of electing Committee members to various offices is to create a basic organization so the Committee can be of maximum service in carrying the message to those in need.

At the outset, it is suggested that a Committee decide how it is to elect its members to various positions. The Committee should decide in advance what officer positions are needed and the order they are to be elected. Generally, a position is called and individuals are nominated by others or themselves. It is helpful to have written descriptions of what a position entails and how much sobriety time is suggested. If one is nominated for a position they don’t want, they should decline the nomination to give someone else the opportunity to be of service to the group.

The Committee may use a Third Legacy voting procedure or simple majority. The Committee may want candidates to briefly share their qualifications and interest in a position before casting ballots. A Committee may vote by show of hands, but it is suggested that secret written ballots be used so elections do not appear as a contest of personalities.

Some Host Committees have invited a local AA member who is not part of the Host Committee or Advisory Council to facilitate their elections meeting.

Get People Involved and Committed

Experience has shown that individual members of a Host Committee are more likely to actively participate if they have a specific position and clear responsibilities so it is suggested that the number and description of officer positions be flexible.

In some cases, it may be appropriate for one Committee member to hold more than one position, particularly if the responsibility of one position in primarily limited to the Conference weekend. There is also nothing wrong with electing more than one person to certain positions, such as events or outreach, as “co-chairs”, particularly where group effort is helpful.

A Host Committee should keep in mind that an election is not an end in itself, but rather a means of internal organization to help the Committee do service work. No matter who gets what particular office, Committee members should support one another and try to work together for the good of the still suffering alcoholic.

Help From All Ages

In an effort to convey to all AA members that GCYPAA is not exclusively for young people, but rather for all who want to stay sober and help the alcoholic who still suffers, in 1996 it was decided by the Advisory Council to have GCYPAA stand for the Georgia Conference by Young People in AA (not for Young People in AA).

Those who serve are hosting an annual Conference for all to share in this happy, joyous, and free life we have been given in the gift of sobriety.

Tips for Effective Business Meetings

Conducting an effective business meeting can be very challenging. Business meetings can be conducted in a number of ways effectively. One benefit of having experience as a Bid Committee can be to develop some business meeting experience.

It is our experience that it is helpful to conduct meetings at a set time and place. For example, the Atlanta Bid for GCYPAA held its business meetings at the Galano Club in Atlanta on a set time on a Sunday each month. It may have changed our meeting time once or twice because of a holiday conflict or to meet before an event, but otherwise it maintained a regular schedule. When this Committee changed its meeting time and/or meeting place, we attempted to give members plenty of advanced notice. In the long run, you'll save time by deciding at the beginning where and when to meet, if that's up for discussion every meeting, you'll waste a lot of time during the year. Most Committees meet monthly; more frequently, close to the Conference.

Another suggestion is to agree upon some basic operating procedures: Everyone should have a chance to participate, be courteous to one another (don't interrupt or call names), take cell phone calls outside, have an idea how long the meeting will last and whether they will be a cigarette break. It's also a good idea to encourage Committee members to have something to write on to make personal notes – sometimes it's hard to remember to do something unless you write it down.

It might be wise to designate a person to record minutes of a business meeting if secretary is unable to attend; co-chairperson might be a good choice because he or she should be aware of items on meeting agenda.

One potential pitfall for Host Committee business meetings is "micromanaging" decisions. For example, if a Committee decides to throw an event where food and beverage will be served, someone needs to decide what to serve. It may be helpful to delegate these kinds of details to a subcommittee or individual member, particularly if the Committee has elected an Events Chairperson. It may be sufficient for the full Committee to agree upon basic outline of what, when, where and how much to spend, but delegate to an event subcommittee or individual member the right to decide how to carry out all the particular decisions.

At the same time, it is not necessary to create a Subcommittee or new position to carry out all the Committee's work; it may actually be more time consuming to split up work for later decision rather than simply take care of it.

The Committee may follow "parliamentary procedure" and do its work by making motions. The site www.robertsrules.org is a useful reference. On other occasions, the Committee may proceed more casually.

Sometimes, the Committee will want to discuss a matter a length and articulate a careful plan of action; at other times, it may be more preferable to proceed on a quick show of hands or nodding heads.

Another potential pitfall is having a Committee's discussion of an issue drag-on. Sometimes, people speak to be heard without adding a new or different viewpoint or opinion. It can be appropriate for a Chairperson to limit a rambling discussion and call for a vote. Chairpersons are encouraged to use tact, common sense and rely on spiritual principles.

Sample Business Meeting Agenda

A basic meeting agenda is useful to outline the discussion. The agenda shouldn't be used to dominate the discussion, rather to direct it effectively.

A simple, effective agenda may go something like this:

- Opening prayer,
- Introduction of new members,
- Review of the prior meetings' minutes,
- Reports from Committee officers,
- Consider the old business,
- Consider new business,
- Announcements,
- Closing Prayer

Some very organized Committee Chairs have prepared printed meeting agendas to pass out to members at business meetings.

Operating from a simple agenda can help the Chairperson steer individual energies in an effective manner. For example, if a member is inspired by a brainstorm to suggest an idea tangential to what you're discussing, you can say: "That's an interesting idea that we can discuss as new business."

The Chairman can help Committee members who may miss a business meeting by arranging for a substitute report, that is, a report delivered in the absent member's place at the business meeting. When this situation arises, it's good to ask the absent member ahead of time what they wish to report and whether they have any proposals for the Committee's consideration and decision.

Keep a Calendar

Maintaining a calendar of Committee activities and AA events generally is extremely helpful. An inexpensive paper calendar that can be brought to all business meetings would suffice. A calendar can help avoid scheduling conflicts and take advantage of opportunities to outreach at other AA events. It's great to know what events are upcoming, what days holidays fall on and what weekends are open to plan events. A lot of AA events, like the State Prepaid Convention and the State Service Assemblies, fall on set weekends and can be put into a calendar at the outset of a Committee's work. It's a great way to get a big picture perspective and stay organized.

The Host Committee should be aware that some cities throw annual events in support of the Conference. For example, Big Mike in Byron has hosted annual events – a Warehouse Anniversary party in the fall, a Spring Fling and a New Year's Eve party – in support of the Conference and a Host Committee should take note of these dates in order to attend and take advantage of the support these cities offer. The Host Committee should take care to coordinate events with supportive cities.

Make a Budget

Some budgeting work can help a Host Committee plan a successful Conference.

A good starting point is to determine how much the facilities will cost. As a general rule of thumb, it is good for the registration fees from Conference attendees to pay for the facilities cost. The Host Committee can raise funds to cover other non-facility expenses.

Consider, for example, how much money can be made available to cover Conference speaker expenses, the initial order of merchandise, and the hospitality room at the Conference.

Experience has shown it is extremely important to limit the amount of money spent on hotel provided coffee service. Coffee from a hotel is very expensive and GCYPAA attendees consume an incredible amount of it. If you do not limit the amount of hotel coffee served, it will become the biggest expense of the Conference. Our suggestion is to budget a generous, yet reasonable, amount for coffee service during the Conference and ration the coffee for greatest enjoyment, such as before the main speaker meetings.

The Host Committee Treasurer can help the Committee by outlining a budget for the Committee. This is not to suggest the Treasurer alone determines how the Host Committee spends its money, but rather that the Treasurer can help the Committee coordinate its spending and make the most of what it has. Very often, plans can be adapted to fit a budget – the important thing is to make a budget and stick to it.

It is our experience that Host Committees should be cautious about overly optimistic forecasts of Conference attendance and merchandise sales.

Meeting with Advisory Council at GSSA

The Host Committee meets with the GCYPAA Advisory Council at the Georgia State Service Assembly (GSSA). We've found that this is a central, convenient meeting place and many of our members attend GSSA anyway as representatives of their AA groups. These meetings provide an opportunity for the Host Committee and the Advisory Council to exchange information and ideas about the Conference. It's also a fun experience. You may consult the Advisory Council Section of this Guidebook for more information on the GSSA meetings.

GSSA presents a great opportunity for the Host Committee to outreach its Conference. Typically, we have been provided a table in the lobby of the GSSA hotel to pass out flyers and let people know about GCYPAA. Hundreds of active AA members will come to this table during GSSA, many of them are looking for event information to take back to their groups throughout Georgia. At the same time, this should not be treated as an opportunity to sell registrations and merchandise as GSSA is an altruistic event.

Finalize Facility Arrangements

Should a Host Committee begin its work without having had the opportunity to obtain site proposals, they are advised to read the section on obtaining commitments from appropriate facilities in the Bid Committees section of this Guidebook. It's not an unprecedented or unmanageable situation, but securing an appropriate facility for the Conference requires prompt attention from a Host Committee.

Ideally, a Host Committee obtained some site proposals before being selected to host the Conference and it decides, in consultation with the Advisory Council, which site offer to accept. The accepted offer should be outlined in a written contract signed by a representative of the site as well as an Advisory Council member representing the Conference. The Advisory Council plays this role in final site negotiations in order to preserve the Conference's modest resources.

Experience has shown that the final, signed hotel contract must limit the amount of money that GCYPAA will spend on coffee service during a Conference (see the Budgeting and Hospitality room sections for more thoughts on Conference coffee service). The final, signed contract also needs to be based on prudent assumptions about how many hotel rooms Conference attendees will rent.

After a site contract is signed, the Host Committee's site planning turns to making sure the actual facility suits the Conference. For example, a Site Coordinator would want to designate rooms for meetings, hospitality, an area for registration and make sure audio equipment and tables are in place when called for by the Conference Program.

Conference Merchandise

Traditionally, the Host Committee has made a Conference t-shirt with its theme and graphics available prior to and during its Conference. Some years, Host Committees have also made coffee mugs and hats available. In later years, these are pleasant memories of the GCYPAA experience.

When ordering merchandise, we strongly suggest that Host Committees not be overly optimistic about how much merchandise will be bought. Not everyone who attends the Conference will buy a t-shirt or coffee mug. It's better to run out of merchandise than to have too much – you may be able to order more merchandise later if necessary. If you order stuff early on, you'll have more opportunities to raise funds with it during the year.

Remember, the peach logo should be incorporated into all Conference merchandise.

Host Committee Responsibility #4 relates to merchandise sales at the Conference: At the Conference, wherever the main registration is located or the center focal point, we urge that nothing but A.A. Conference Approved Literature be sold. Experience has shown that a "Flea Market" can develop and those unaware of our endeavor can be mislead, especially by the press, radio and film. Keep the 12 Traditions in mind at all times.

It is our experience that GCYPAA has not attracted a "flea market" of questionable goods. If a Host Committee has merchandise, a Host Committee should sell its merchandise at the Conference. Generally, the Conference has invited the AA Grapevine to set-up a table at the Conference and has provided a table for the Conference tapers.

What To Do When People Drop Out

GCYPAA service is voluntary. No one gets paid to do it. It should come as no surprise that some people who initially express interest in serving on a Host Committee don't follow through to the Conference.

Sometimes, people miss business meetings because of the temporary demands of school, a job or family. Other times, people leave the Host Committee permanently. In either case, the primary purpose of the Conference remains carrying the message to alcoholics who still suffer and the Host Committee should do its best to serve its primary purpose despite its changing personalities.

Tactful and direct communication between the Chairperson and the affected member(s) is often the best solution. Sometimes, people just forget when meetings take place and what they agreed to do, a friendly reminder often does the trick. It may help to deliver a substitute report and getting some volunteers to fill-in the short term. It's suggested not to burn the absent members' bridge back to the Committee – they may return and make great contributions to the Committee.

In some cases, a member's absence keeps other members of the Committee from doing their job effectively. For example, the Committee may be waiting on an absent member to make flyers. In these cases, we would suggest appointing a "co-" officer to help out or getting a volunteer to pitch-in temporarily. This solution avoids the uncomfortable situation of voting someone out of their position. Hopefully, the absent member will return and help out – there will be plenty of opportunities to serve during the year. Take heart that new members join to help out, particularly as the Conference weekend approaches.

Take Your Show On the Road

Events before the Conference provide the Host Committee the opportunity to raise funds for the Conference, awareness of the Conference and an opportunity to unite in service.

The authors of this Guidebook have participated in many AA events and hope to share some ideas that will make a GCYPAA Event Coordinator's job more enjoyable and less frustrating.

We would suggest that the Event person embrace the role of *coordinating* Committee events, rather than creating events singlehandedly. You should be aware of events that others in AA are planning and work with them, sometimes you just need to know where and when to go.

Remember, some of the main reasons to have events are to raise awareness of the Conference and to have fun, so simply getting your Committee to meet at an AA Club at a certain time to caravan to some other group's event can itself be a great event. Bring flyers to the other event, wear your t-shirts, have fun and let others know about GCYPAA.

Fellow AA members who have helped host GCYPAA in the past would like to help current Host Committees by planning events in their area. These out-of-town events present the Host Committee great opportunities to raise funds, outreach their Conference in a different area and have fun in cities like Marietta, Augusta, Atlanta, Byron, Savannah and Albany.

With respect to events planned by fellow AA members who have helped host GCYPAA in the past, the Host Committee's role is to show up and help out. Plan to show up early to help set-up, understand the event plans so your Committee can help out and not get in the way, and plan to stay late to help clean up after the event is over.

Often, the key to making a road trip event successful is not dwelling on what your group "must do" but taking advantage of opportunities of things you can do. For example, you may be able to set-up a table at a Round-Up or Convention to outreach your Conference – it's a great way to talk to lots of active AA members about your Conference and fun if you get into it. You might get invited to party where the admission at the door is going to an AA Club or another service committee, but if you ask their event planner, your Host Committee can conduct a raffle or "pie-in-the-face" auction. It will require some calling and planning ahead, you may even get turned down or have to modify your plans, but it's a lot easier than planning events from scratch and you can raise some money, outreach your Conference and have fun at the same time.

Tips for Fundraising Events

If you are planning an event from scratch, it's very helpful to get event basics planned in advance. What is the event? When does it happen? Where does it take place? How much does it cost to attend the event? Do you need to budget any money ahead of time for the event? This is what the Host Committee needs to decide ahead of time to make flyers – as a general rule, we'd suggest having flyers ready at least one month before the event.

For example, you might propose: "I'd like us to host a special speaker meeting on Founder's Day, June 10th, at the Methodist Church. We wouldn't charge for the meeting or coffee but we'd pass a basket and have a bake sale to raise some money. I talked to the Church already and they're okay with us starting at 7 but need to clean up and leave by 10. We'll need to fill in some of the details and I'll need help with this, but I'd like to get the Committee's approval on this so I can make a flyer that we can start passing out." Depending on the situation, you might add: "I'd also like us to budget $30 for this in case we need to pay for flyer copies and baked goods to sell, we may not need it, but I'd like some budget just in case we do."

After your Committee has agreed upon the basic outline, there are plenty of details to fill in. Who's the speaker? Who chairs the meeting? Who's bringing a basket, who is making coffee? What kind of coffee? What kind of baked goods? How much are they going to cost? Who is going to sell them? What about diabetics?

Who is going to set up the chairs? Who is going to clean up? Who is going to clean ash trays? Et cetera. Often, you can work out these details close in time to the event. You don't need to plan everything in a Host Committee meeting; micromanagement is a waste of time and takes the fun of out event planning. You need to take suggestions and accept help from others but you're the Event Chairperson and a trusted servant. If you do a good job with the basic outline of the event, have a good flyer out and the support of your Host Committee and AA friends, the details have a way of "magically" falling into place. If you haven't enjoyed this experience firsthand, trust us.

A few more suggestions, largely born out of our own trials and errors:

Be conscious of what else is on the AA Calendar as well as major holidays. Cooperate and don't compete with other events on the AA Calendar. Some holidays make for good events, like New Year's Eve and Halloween, but other holidays, like Christmas Day and Mother's Day, do not. Keep it simple, especially when you're Committee is gaining experience working together. Great events can take place on very simple plans.

Plan months ahead. Most Clubs and Churches are happy to allow your Committee to use their space but the Board which needs to approve your proposal may only meet once a month, so you may need to talk to the right person months ahead so the Club or Church can make the space available, your Committee can approve the event and you can have a flyer ready with enough time to let fellow AA members know about the event at your District meeting, Intergroup meeting, etc. A little bit of work at the right time can save a lot of helpless frustration later on.

Pace yourself and effectively delegate. You don't need to put on events from scratch every week, every other week or even every month. Be conscious of what's going on in AA and take advantage of opportunities that other create and help that your fellow AA members want to give you. Create an AA calendar, fill in the three annual Service Assemblies, the Pre-Paid Convention and regional events. Note where the holidays fall, when the Superbowl, Academy Awards, American Idol Finals are on television. Contact current and past GCYPAA Advisory members to talk about open dates on the calendar and see if they can help fill it in with an event in their area in support of the Conference. You'll probably want to plan a few local events of your own when opportunity and inspiration meet. Hopefully, you're starting to see how you can put together a great calendar of events for your GCYPAA Host Committee that will allow your Committee to raise funds for the Conference, let other AA members know about the Conference and have fun together without completely exhausting yourself.

Often, an "event" is an Event because there are people there, not because you've come up with some dazzling entertainment idea. For example, you can hang out and watch a movie, or you can have "Movie Night at the AA Club with Free Popcorn and Door Prizes!" The difference is how many people are there (and how attractive it sounds).

Outreach is key to having a successful event and requires group effort. Some event ideas outreach better than others – people need to understand what's going to happen in order to look forward to it. For more suggestions on outreach events, see the outreach portion of this Section.

Raise Funds Responsibly

The Host Committee should attempt to follow AA Traditions in all its activities, including its fund raising.

Along these lines, Host Committee Responsibility #7 suggests: "The Host Committee should be directly involved with any activity from which funds may be generated."

The Committee should not take outside donations. We would also suggest planning events that are "good clean fun" not degrading or exploitative.

Raffles

Organizing a raffle is a reliable way to raise funds for the Conference. Most office supply stores sell rolls of raffle tickets that could probably last all year. We'd suggest keeping the cost of raffle prizes low, AA books work well, and give everyone in the Committee a strip of raffle tickets to sell.

Pie in the Face Auctions

A "pie in the face auction" is a traditional fundraising method for the Conference in which event attendees are given the opportunity to bid to put a plate of whipped cream in someone's face. Often, event attendees will bid against each other to avoid getting a pie in the face. Only a limited number of pies are sold so each one should be fairly valuable.

A little bit of advanced planning helps the pie in the face auction go smoothly and serve as an effective fundraiser. Decide how many pies will be sold and who will auction them in advance.

Be sure to use non-dairy whipped cream. Dairy whipped cream begins to smell sour – someone with this sour smell on their skin and in their hair may think negatively about GCYPAA and that defeats the purpose of having events. Some groups have brought trash bags so people can protect their clothes from the whipped cream. Most of the time, getting a pie in the face is no big deal, it doesn't hurt, it usually means people like you and it makes a funny picture.

Tips for Conference Outreach

Outreach is a continuous process of creating awareness and excitement about your Conference. Because people take in information differently, it's important to try a variety of means of outreach.

Most people make plans based on what others are doing. This means a lot of people will decide whether to attend GCYPAA based on what other people tell them about it. So direct, personal outreach by members of the Host Committee who are going to attend the Conference is probably the most effective way to outreach GCYPAA.

There are many ways that your Host Committee can increase awareness and excitement about your Conference:

1. Take advantage of events that AA members are going to attend, like the Prepaid Convention and GSSA, as opportunities to let other know about your Conference;

2. Consider having multiple outreach coordinators in order to focus on your immediate vicinity, the rest of the state, and special interest communities;

3. Maintain a good supply of registration flyers so the members of your Host Committee can distribute them to anyone they meet who is interested in the Conference.

4. Those who attend other state young peoples' conferences may enjoy attending GCYPAA – out of town attendees help meet overnight room commitments to hotels.

5. Contact local treatment centers and invite them to attend some or all of your Conference, they should be offered free registration and are a great audience for the Conference message;

6. Inform the Advisory Council webmaster about events to put on the gcypaa.org web site. The internet is becoming an increasingly significant source of information and communication. Perhaps your group can develop an emailing list and effectively circulate information on the internet. Be sure to do so in a manner that maintains anonymity.

7. Consider attending your local AA District meetings along with your local AA Intergroup meeting (if your city has an Intergroup). Sometimes, these service groups have a system for distributing flyers.

8. Take advantage of AA publications – the AA Grapevine will publish event information for free. Georgia's Message, which is a statewide publication, will also publish your Conference information in a calendar. Some Intergroup offices also have newsletter. The key to getting these publications to carry your Conference message is getting your information to the right person before their publication deadline.

9. It's great to post your flyer on a Club bulletin board and make announcements at meetings, but it's our experience that passive, group announcements need to be reinforced and followed-up with direct, personal outreach. If you say "find me after the meeting if you want to register" odds are, no one will, but it you talk to people individually about the Conference after such an announcement, the odds that your outreach is going to be effective dramatically increase.

The Advisory Council should have a mailing list of past Conference attendees, please work with us to take advantage of this resource.

Website Information

The Conference web site is www.gcypaa.org. Maintenance of the website has traditionally been the responsibility of the Advisory Council webmaster.

The Host Committee is encouraged to provide the webmaster with information about its Conference, including graphics, flyers, and event details so that the webmaster can incorporate it into the site.

In recent years, the Advisory Council has attempted to diversify the Conference web presence and enable the Host Committee to more effectively represent itself on the internet.

Conference Program

The Conference program is an outline of the activities at the annual weekend Conference. The content of the Conference program is entrusted to the Host Committee. It's the Host Committee's responsibility to pick speakers, workshops themes, entertainment, etc. The Conference program is printed so it can be handed out to Conference attendees so they can make the most of their weekend at GCYPAA.

Sample programs can be obtained from the Advisory Council. We suggest consulting past programs to get ideas about what can be done and how Conference activities can be organized.

In addition to the regular conference activities such as marathon meetings, open speaker meetings, panel meetings, topic discussions, service workshops, dances and the banquet, the Conference includes a number of special sessions and announcements involving the Advisory Council.

Creating the Conference Program is helpful to organizing your use of the facility – what rooms will be used for what purpose at what time(s). We suggest creating a rough outline of the Conference program months ahead of time. Some details can be filled in close to the time of the Conference but having at least a rough sense of timing and movement is a great benefit to Conference planning.

There are numerous Conference traditions: the sobriety countdown, fuzzies, singing Amazing Grace at the end of the Conference, chanting. These traditional features of GCYPAA give the Conference character and are enjoyed by most, but they are not required elements of the Program which should be set by an autonomous Host Committee.

We suggest reviewing the "Conference Checklist" portion of this Section before the Conference as it contains many useful ideas for the Conference Program.

Cost of Registration

The cost of registration should be kept as low as possible. We believe the low cost of registration is a strength of the Conference – it allows more needy young people to attend the Conference and is a reason GCYPAA has historically made a substantial effort to raise funds for the Conference during the year. At the time of the writing (2007), the cost of registration was only $15.

Traditionally, those still in treatment have been allowed to attend the Conference with free registration.

Typically, the cost of registration has increased slightly closer in time to the Conference and at the door – this is meant to encourage early registration.

Selecting Speakers for the Conference

Host Committee Responsibility #2 states: "Many alcoholics travel great distances to hear and meet with other young alcoholics and to learn how the young alcoholic achieves sobriety. With this in mind, the council recommends an endeavor to obtain 75% of speakers in the 40 and under age group."

It is our experience that this requirement generally has related to Friday night, Saturday night and Sunday morning speakers, not panelists. It is also our experience that demographically diverse Conference speakers enhance the Conference experience.

Covering Speakers' Expenses

Host Committee Responsibility #3 suggests: "To comply with 7th tradition guides, the Council feels that speakers should receive registration, room accommodations and any other expenses deemed appropriate by the Host Committee."

Also, if the Host Committee invites an out-of-state speaker to speak at the Conference, the Committee should pay his or her airfare or gas mileage.

Plan for Advisory Meetings (at Conference)

Host Committee Responsibility #5 states: "Schedule the following meetings on your program: "How to Bid for GCYPAA" Q&A at 11:00 pm on Friday and a bid session at 9:00 am on Saturday. A room must be made available for use by the Advisory Council for its meetings throughout the weekend."

In addition, Host Committee Responsibility #8 advises: "Save time for announcements by the Advisory Council at the end of the Saturday night meeting."

Generally, the Advisory Committee announces where the Conference is going to be held the following year at the end of the Saturday evening meeting. The How to Bid Session and The Bid Session should be included in your Conference Program.

Pass Banner to Next Host Committee

Host Committee Responsibility #6 states: "Before closing the Conference, present the banner to the new Host City and invite the attendees to the next Conference."

This generally takes place at the end of the Sunday morning speaker meeting.

Hospitality Room

Conference attendees have typically enjoyed a "hospitality room" where they can find free coffee, drinks and snacks throughout the Conference and socialize with one another.

We can offer some suggestions for a Host Committee member who is responsible for the Hospitality Room at the Conference:

Make sure there is an appropriate space at the Conference site for the Hospitality room. A sink is important for making coffee. At many Conferences, a hotel suite has been used for a Hospitality Room.

Ask home groups to donate food or drinks for the Hospitality room. Two cases of bottled water makes a great group contribution. Perhaps an AA Group would like to contribute a meal to be served out of the Hospitality Room.

Some people may have connections for donations. GCYPAA should not accept donations from outside enterprises (like a restaurant) but it can accept donations from an AA member who works at a restaurant. Some AA members will welcome the opportunity to show off their cooking skills if you ask for their help.

You are not expected to feed the Conference through the hospitality room – people are going to go out for meals.

Coffee service through the Hospitality Room is very important. AA members drink a lot of coffee at all times of the day. Most AA members know how to make coffee and will do so if you make the supplies accessible. Hospitality Room coffee is a great alternative to relying on a hotel coffee service which is very expensive – the more coffee attendees drink in the hospitality room, the less they should drink from the hotel which can save the Conference thousands of dollars.

Make a budget before buying food and drinks. You should know how much you have to spend and plan to make the best of your budget. If you know what's being donated you'll be better able to allocate your spending. It's also helpful to have sign-up sheets for periodic Hospitality Room clean-ups.

Fuzzies

Fuzzies are yarn necklaces that have been worn by Conference attendees to facilitate greetings and introductions at the Conference. If you plan to distribute fuzzies to Conference attendees, the last Host Committee may have a supply of fuzzies to get you started. If you don't know how to make fuzzies, it's a pretty simple project that many people who have participated in GCYPAA can help you with. We would suggest storing fuzzies carefully so they don't get tangled.

Tapers

ADK Tapers have taped GCYPAA a number of times. Typically, the Host Committee pays the Tapers' expenses for attending the Conference and provides the Taper a table where attendees can purchase Conference speaker tapes.

Conference Checklist

We have compiled a checklist of items that are often forgotten. Some of these items are optional and are for your consideration.

- Enough t-shirts and coffee mugs
- Name badges
- Ribbons for Host Committee, Advisory Council, Speakers, Voice, Volunteers
- Gifts for speakers
- Gifts for conference attendees (in registration bags)
- Enough fuzzies
- Room reservations for speakers and taper
- Grapevine representative contacted to attend Conference
- Put announcements for Conference in Grapevine, The Message, etc.
- Budget and plan for food for hospitality (good idea to price before at bargain store)
- Ask different home groups to donate specific items for Hospitality Room
- Have a sign-up list for people to chair marathon meeting
- Have a sign-up list for people to supervise Hospitality Room
- Have a sign up list for clean-up shifts in Hospitality Room as well as at end of Conference
- Have a sign-up list for volunteers to sit at registration table

- Have format and readings printed out for marathon meetings
- Appoint some Conference Greeters
- Designate a 'Voice' for Conference
- Assign people to chair speaker meetings and read readings (how it works, etc.)
- Keep contact information for Conference attendees to add to database
- If you are doing 'combined sobriety time' for all attendees, have someone appointed to be in charge of adding sobriety time
- Have a copy of the hotel contract at Conference – make sure you know what times you have rooms available

What Happens to the Money?

Host Committee Responsibility #9 states: "The Host Committee Treasurer is responsible to provide the Advisory Council Treasurer with monthly financial transactions reports and balance sheets. The Host Committee will have 90 days from the conclusion of its conference to forward a financial statement and bank statements and check registers to the GCYPAA Advisory Council Treasurer. It is the responsibility of the newly elected Advisory Council Members to ensure that these tasks are completed within a 90 day period. The Host Committee Treasurer will be prepared to sign the Federal Tax Return covering their conference activities upon request."

This requirement is meant to assure that each Conference will contribute to the ongoing mission of GCYPAA to carry the message of recovery to those in need, particularly young alcoholics in Georgia.

Rolling on to Advisory Council

The Host Committee should elect 3 of its members to roll on to the Advisory Council before its Conference as well as 3 alternates. These new advisory members should attend the Advisory business meetings at their Conference. Continued service to GCYPAA through its Advisory Council is a special responsibility. For more information on the Advisory Council's work, please read the next Section of this Guidebook.

ADVISORY COUNCIL

Purpose

In 1992, at the Macon Conference, a permanent committee was established for the preservation of the experience and material of the Conference. The Advisory Council is the custodian of the Conference Experience.

The Advisory Council may be thought of as serving as the "sponsor" of the Host Committee and Bid Committees. The Advisory Committee aims to share experience, strength and hope with these Committees so that they may effectively carry the message to those in need.

Composition

The Advisory Council is made up of AA members who have had the experience of hosting GCYPAA. The previous four host cities should be represented by 3 members each. During the year, the Advisory Council should have 12 members; there should be 15 members at the Conference weekend where 3 members will "roll off" the Advisory Council.

The Advisory Council has the following officer positions: Chairperson, Co-Chairperson, Treasurer, Secretary, Archivist, Webmaster, Outreach.

The responsibilities of these Advisory Council officer positions are outlined in detail in the Advisory Council By-Laws. Of course, the responsibilities of Advisory Council members may change over time as particular Conference needs arise and are identified.

There are also non-officer Advisory Council Members that are needed to carry out the traditional activities of the Advisory Council.

If an Advisory Council member is unable to serve his or her complete term, there are procedures outlined in the Advisory Council By-Laws for the substitute service of an alternate or other AA member.

When It Meets

The Advisory Council has four regular business meetings a year. Three times a year, the Advisory Council meets in Macon at the hotel where the Georgia State Service

The Georgia State Service Assembly is held: third weekend in January, third weekend in May, and the third weekend in September

The Advisory Council's GSSA meetings have been held in individual hotel rooms and, in recent years, in a downstairs meeting room at the hotel. We have tried to set a meeting time that avoids conflict with the GSSA program. Recently, we have been meeting at 4:30 pm on the Saturday of GSSA, and meeting with the Host Committee at 6 pm.

The Advisory Council business meetings at GSSA have been open to individual AA members interested in GCYPAA. The Advisory Council also meets during the Conference weekend.

Standard Agenda

The Advisory Council meetings at GSSA following a fairly standard agenda:

- Call to order
- 3rd Step Payer
- Read 12 Traditions
- Welcome – Introductions
- Review past minutes
- Treasurer's Report
- Outreach Chairperson's Report
- Archivist's Report
- Webmaster's Report
- Old Business
- New Business

At GSSA, the Advisory Council also has the opportunity to have a business meeting with the current Host Committee. These meetings typically last about an hour.

The Advisory Council has particular responsibilities during the Conference weekend that do not follow the standard agenda.

The Advisory Council is not exempt from internal conflict. A number of suggestions for running effective business meetings and dealing with internal conflict are contained in the Host Committee Section of this Guidebook.

Conference Weekend Activities

The weekend of GCYPAA is an exciting and busy time for the Advisory Council. Conference weekend activities include:

- The How to Bid Session on Friday night
- Elections meeting Saturday morning
- Bid Session on Saturday morning
- A business meeting on Saturday morning following the Bid Session for Site Selection
- Announce Winning Bid on Saturday night
- Join Host in passing banner on Sunday morning
- Give seed money ($500) to new Host Committee on Sunday morning

The Advisory Council should also communicate informally with all bids following the announcement of site selection. This is an opportunity to convey thanks, communicate some core values of the Conference and exchange contact information. Planning for the next Conference should not diminish the Conference Experience. There is plenty of time to plan and organize the next Conference after fully enjoying the current celebration.

Site Selection

At GCYPAA, the Advisory Council decides who will host the next Conference. This is a closed meeting in order to allow a frank and candid discussion without lobbying by outside observers. The Advisory Council's site selection typically is preceded by prayer and some silent reflection by the Advisory Council members. Then, Advisory Council typically share their thoughts on where the Conference should go next. The Council may take a early vote to get an idea of where the group is leaning. Third legacy voting procedure is followed. The Council's decision is not revealed until the Saturday night of the Conference when a formal announcement is made to Conference attendees.

A range of factors go into deciding where the Conference should go. One factor is considering how a Bid Committee meets the Bid Requirements. Another factor is an evaluation of how a Bid Committee will carry the message to those in need. The process is a mix of objective and subjective considerations. The Advisory Council does believe that the Conference should represent diverse areas and experiences. The Council also believes that effectively carrying the message is not simply a matter of throwing a great hotel party over a summer weekend, but rather should be an ongoing effort rooted in groups of alcoholics working together to carry the message to those in need in order to stay sober.

Work Between Conferences

Because there are only four regularly scheduled Advisory Council business meetings per year, the Advisory Council does much of its work in support of the Conference informally and between business meetings. Each city represented on the Advisory Council should organize one event per year to help outreach and raise funds for the Conference.

The Advisory Council rents two hotels rooms at each GSSA; one for Advisory Council members and the other for the Host Committee.

GCYPAA traditionally hosts an AA meeting on Saturday night at 11 pm at GSSA. This meeting has taken place at the GSSA hotel and also at local 12 Step Clubs. The meeting is alternately chaired by a member of Advisory Council and the current Host Committee. The basket contributions from this meeting are alternately received by the Advisory Council and the Host Committee.

Recently, the Advisory Council has hosted free dances at a 12 Step Club nearby the GSSA hotel to help outreach GCYPAA and provide the Host Committee an opportunity to raise funds. The Advisory Council should maintain a prudent reserve equal to the amount needed to host the Conference in the event that the Advisory Council must undertake Conference planning to preserve the Conference.

Individual members of the Advisory Council have particular responsibilities that support the Conference. For example, the Advisory Council's Outreach Chairperson is supposed to maintain a mailing list of past Conference attendees that can be used for mailing Conference information. The Webmaster of the Advisory Council is supposed to make Conference information accessible through the Conference web site, www.gcypaa.org. More information on individual Advisory Council officer responsibilities is contained in the GCYPAA Advisory Council By-Laws.

The Advisory Council should donate a percentage of Conference proceeds to the AA Service Structure each year.

Help Statewide Outreach

Advisory Council members should help spread the word about each upcoming Conference in their areas – at the meetings he or she attends and to the member's own personal recovery community. Advisory Council members should attend events in support of the Conference if possible.

Each Conference city represented on the Advisory Council should host at least one event per year to benefit GCYPAA. These events should be planned primarily be Advisory Council members with the active participation of the Host Committee. It is suggested that the proceeds of such events be split between the Host Committee for the upcoming Conference and the Advisory Committee as an ongoing concern.

Communication With Host Committee

The Advisory Council should meet with the Host Committee in person at least four times a year – three times and GSSA and at the Conference after the next Conference site is selected. The agenda of each of these meetings should be planned to emphasize the aspects of Conference hosting that are most relevant at the time of the meeting. For example, general organizational principles should be discussed early in the year; specific issues related to the Conference program should be discussed closer in time to the Conference weekend.

Advisory Council members need to be mindful to employ tact and care in their communications with the Host Committee. The purpose of the Advisory Council is not to interrogate the Host Committee in order to condemn perceived mistakes.

Advisory Council members should also be careful not to confuse their personal, subjective suggestions with actual Conference experience. This is particular important in making suggestions to the Host Committee in planned meetings. For example, Advisory Council members should be wary of recommending an unproven, experimental outreach method or event idea.

In addition to planned meetings, Advisory Council members should make themselves available to answer questions from the Host Committee between planned meetings. Because Host Committee members may lack the experience and perspective needed to know how their Committee can do a better job carrying the message, Advisory Council members are encouraged to take the initiative to discuss the Conference with Host Committee members – particular where the Advisory Council member can impart special experience on the Host Committee member.

It is good to keep in mind that AA service is voluntary and done without pay or public recognition. The Advisory Council should play the role of "elder" statesmen – offering friendly advice and suggestions to help the Host Committee carry the message effectively. The Advisory Council may, at times, need to provide stern, disciplined instructions and at other times pitch in directly alongside the Host Committee, but should always try to play a supportive role.

Advisory Council members are encouraged to attend Host Committee business meetings but should play the role of "elder" statesmen only and should not attempt to run the Host Committee's business meeting.

Communication With Bid Committees

Advisory Council members should share their Conference experience with those who are or may be interested in bidding to host GCYPAA in their area. As with the Host Committee, it is important that Advisory Council members play the role of elder statesmen – offering positive guidance. The process of bidding for and hosting the Conference may seem overwhelming to those just beginning their GCYPAA service so it is important to keep in mind that at its core GCYPAA is about alcoholics working together to carry the message to those in need in order to stay sober.

Co-signing Hotel Contract

A main purpose of the Advisory Council is to assure the continuity of GCYPAA. To this end, it is imperative that GCYPAA remain financial solvent. Because a Bid or Host Committee may not enjoy the long term perspective of Advisory Council, making a Bid or Host Committee solely responsible for signing a final site agreement is imprudent.

A site agreement should cover a number of terms and provide for a range of contingencies, particularly concerning Conference attendance and overnight room rental. The Advisory Council may wish to refer to the relevant portions of the Bid Committee and Host Committee Section of this Guidebook for more discussion of facility arrangements.

Archives Display

The Advisory Council archivist should display GCYPAA Archives during the Conference weekend. This provides a good opportunity for Conference attendees to appreciate of the legacy of GCYPAA.

The Conference Banner

In the past, the Host Committee passed the Conference Banner to the next Host Committee at the close of its Conference. The Banner became the new Host Committee's responsibility and they were encouraged to display this banner at events, especially when it had the opportunity to set up a table at an event like GSSA.

Recently, the Advisory Council has invested in a very large Conference Banner for display at the Conference weekend. At present, the Advisory Council plans on maintaining this banner during the year. The older, smaller banner will be maintained by the Host Committee for display during the year.

Website

The Conference web site is www.gcypaa.org. Maintenance of the web site has traditionally been the responsibility of the Advisory Council webmaster.

The Host Committee is encouraging to provide the webmaster information about its Conference, including graphics, flyers, event details so that the webmaster may incorporate such material into the site.

In recent years, the Advisory Council has attempted to diversify the Conference web presence and enable the Host Committee to more effectively represent itself on the internet.

Post Office Box

If you would like to contact Advisory Council, you can always send them a letter at the post office box which is checked regularly by the Secretary:

GCYPAA Advisory Council
P.O. Box 1971
Decatur, GA 30030

The most current address of Advisory Council will be located on the website, www.gcypaa.org

APPENDIX

Bidding Requirements

If you wish to host a GCYPAA in your area, read the following requirements. If you have any questions, please contact the Advisory Council or the current Host Committee.

1. Three AA members under 40 years of age with a minimum of one year of sobriety must represent the bidding city. Support by AA members of all ages is strongly encouraged.
2. Bidders must have commitments from at least two appropriate facilities (hotels, universities, convention centers, gymnasiums, etc.) so sized as to be able accommodate the entire conference. Please include the proposed dates and diagrams of the available meeting space. All costs, both to the committee and to the attendee, must be outlined.
3. Bidders must have available a temporary pre-registration flyer with a mailing address.
4. Whenever possible, provide that no large scale AA activity will be held in their city within a 30 day period before and a 30 day period after the conference date.
5. Statements of support from the DCM (District Committee Member) or intergroup secretary or regional counterpart must be brought to the bidding conference.
6. Prospective bidders will be required to demonstrate financial autonomy and responsibility within the traditions of AA as a whole, being directly involved in any activity from which funds are appreciated.
7. The new host city must agree that all proceeds after expenses are to be turned over to the Advisory Council for their disposition.
8. There will be a maximum limit of 30 minutes for the presentation by each bidding city.
9. Bidders must concisely state how hosting the Conference in their area will serve to carry the message of recovery to alcoholics in need, especially the young person in Georgia.
10. Conference theme must be taken from a direct quote from the Big Book of Alcoholics Anonymous and the Peach trademark should be incorporated into all conference paraphernalia.

The following is a suggestion by the Advisory Council and may be considered by the Bidding Committee: Experience has shown that the months of June, July and August are good months to host a Young People's Conference. The long holiday weekends have allowed extra time for the conference.

Cheat Sheet for Hotel Contracts

Over the last few years, a number of people have asked me about putting together a so called "cheat sheet" for obtaining a good contract with a hotel. I am no expert, so this is not the end all be all, however my service and professional experience working for the hotel side have taught me some hard lessons. So, with that, here are my suggestions. Please feel free to pass this on to any who could use it.

The hotel is a business; it and its employees deserve respect. They also do this all the time, so you are playing poker against a card shark, don't let your ego tell you that you are equal, that's like a newcomer telling you that they know more then you about staying sober, yet they have three days "again". Like elsewhere in our program, you get power buy admitting powerlessness.

Too many cooks will spoil the broth. Two is enough; three at the very most should go to meetings with hotel staff. One person should be designated as taking the lead, so that you look professional,rather than unified; they will see this as a weakness.

Your dress should be at the very least business casual. Smoking and profanity should be left outside the hotel door. Make sure you take notes, they will be. Don't commit to anything at the first meeting; let them understand you will go over everything carefully and that you will be back in touch.

Ask them for their hotel night count for the weekend you want to have the conference the previous year. This will allow you to know how full they really were. They have this, and although they don't want to give it to you, they will. The less the hotel was full that weekend last year, the more leverage you have on the room night cost.

Always start with the hotel at least 90 days ahead of time, better yet six months. Also, never let them know how many other hotels you are dealing with. And never put all your eggs in one basket.

Never take what they offer the first time. If they pull the "I have to check with my manager," say ok, commit to nothing, and ask for a meeting with the manager present the next time. You have the most weight to negotiate when the person with authority is in the room.

Never count on your salesperson being at the hotel when your conference happens; they get married, new jobs, promotions, etc. All the handshake agreements are out the window. Handshakes are for amateurs, not for contracts in sound business, as concept six talks about in our service manual. The Concept is clear: in order to reach your spiritual aim, you must be an effective business operation.

Meeting Space: Most hotels give you this on a sliding scale, based on your room nights, standard in the industry. They will show a charge per day for the cost of the space if you don't meet your block. The first thing that should be done is that these per day meeting space charges should become an entire weekend charge, not per day. They put it in there for novices; a professional meeting planner would never let it get by. They will give you the entire weekend charge without much of a fight.

Cut-Off Dates: All hotels have to have these, usually 30 days out; it's also standard in the industry. We all know of conferences where the hotel has rooms but won't give the conference rate after the cut-off date. I have recently used 80% rule in two difference conference contracts. This is a clause put in the contract that agrees to the 30 day cut-off date like normal, but then adds that as long as the hotel is less than 80% full, they will honor the conference rate up to and including the conference. Also make sure the rate is good at least 3 days before and after.

Credit / Master Account: Too many conferences have called me a week before because their hotel has told them that they want all money up front as the contract calls for. We get ourselves in this trouble. The standard clause says that the committee must fill out a credit application 30 days before the conference. This helps nobody. There are two ways around this. One, tell them to run your credit now, so that you know before you sign the contract, what they will make you pay beforehand. Number two, and my favorite that hotels go for is a "worst case scenario" clause. This works like this: the committee agrees that if their credit is no good, they will pay the banquet charge and a deposit of $2500 by Friday at 12 noon of the conference. This lets you know at least the worst it can be. You have the banquet money anyway by that time, and 2500, or lower for a smaller conference is usually easy to come up with.

Construction: Many hotels like to use conventions like ours as a good time to do renovations. Well again, we are not door mats. We deserve what the rest of the world gets. I have a clause added that if major construction or renovation of the hotel is taking place during the conference, that the meeting space charge is waived regardless of room nights. I just had this added in a conference contract for a friend, and the hotel easily added it. Also, a clause for the pool should be in there. If the pool is closed any day of the weekend, the meeting room space is waived.

Air Conditioning: I know of at least three AA conferences where hotels have had AC failures over the weekend. Remember that while guests can get their own compensation from the hotel, we are responsible for the common areas and meeting spaces. Have them add a clause that should the AC fail, they will have extra water stations out, and that they will provide free ice tea as well.

Comp Rooms: The one comp (complimentary) room per 50 is common and standard in the industry. And regardless of what people say, very few hotels will give you a cash credit instead. I like to use this for either speaker or hospitality rooms. So in the contract make sure that the one or two suites you have for hospitality are charged the rate that guests to the conference receive. This will allow, if you get 50 rooms booked for the conference, at least one of your hospitality suites to be comped.

Signers: Make sure the contract states that only those people the committee designates in writing before the conference begins can sign for the committee. It should state that any charges signed by others will not be paid by the committee.

Microphones and Podiums: You should at least get one each for every room over the weekend.

DJ equipment: Have them state in the contract that the DJ can go in and out of the hotel on the loading dock with no cost or charge to the committee; same for the taper. Also, have them state in the contract the exact charge for an electrician if one is needed to connect power to the DJ. In a union hotel, you can really get hit hard. Agree to a price ahead of time, and try to get it for free in writing.

Coffee: In most big cities, you can't brew your own. Get a good discount, and try to get 500 - 1000 gallons as a condition of the contract. I suggest you use this at the end, as a deal breaker. Regardless, remember that a coffee set up at some hotels is also hot water, and is charged like coffee. Make sure you have in your contract that hot water for tea will be free.

Conference Manager: Tell the manager that you want to meet your conference manager ahead of time. Make sure you are comfortable with them. Many hotels have a number of them. Ask to meet 2 or three and pick the one you are most impressed with. The conference manager not the sales manager will make or destroy your weekend.

Dance ending times: I have seen conferences where the sales person told a committee one thing (like 2, 3, 4) and the Manager on duty wants to shut the dance down at 1. Put it in your contract; try to get as late as you can. I try and work them by trying to get at least one hour later on sat night then Friday. I have been at a conference where this happened, and the contract was shown to the manager on duty.

IMPORTANT NOTE: By the way, over the weekend, the hotel will not have a copy of your contract lying around. It's locked in the Monday - Friday sales office. So, make sure you have a copy with you at the conference that you can refer to and show to the operations staff over the weekend if you have too.

Liquor: AA has no opinion on outside issues, but we do make sure our members are safe. Have them put in the contract that no convention from the liquor industry will be in the hotel the same weekend. Also have them state that no alcohol will be sold in public areas that your convention is in. This means hallways, not hotel bars.

Drunk Junk: Another outside issue, but it can be dealt with tactfully. I ask the hotel to promise that no meeting rooms or public areas will be leased to retail merchants of any type. This is generally the upstairs portion of the hotel and is not a part of the conference. Ask them to have a special lunch menu in their restaurants that are appealing to our members (i.e. low cost).

Outside of the contract it is a good to ask for the following to make the weekend easier for the attendees and the hotel staff:

- Have housekeeping out extra towels in each room, this will prevent calls to the front desk that will slow down service to us later on.

- Ask them to make sure the soda machines are filled the day before we arrive on all floors.

- Make sure before the weekend, you tip the staff. This will depend on if you're a small conference or large, but for the most part, we have a lot of young people who have never traveled before. They do not know that hotel employees depend on these tips for their living. Most important are the following, door staff, bell staff, and housekeeping. There is always a bell captain; you can see the door men, and an executive housekeeper. If these people are happy, you will have a much smoother running conference.

  I can tell you that walking up to a doorman and saying the following, "Hi, I am ***** and I am with the convention. We have a lot of young people who don't know about tipping, so the committee wants you to have this, and we want to say thanks in advance."

  A 20 to each doorman, maybe 100 to the bell Capt. to split up, and 100, to the housekeepers, will be worth their weight in gold. Make sure you get the doorman at night and day, and I suggest the hotel chair take care of this.

- At the end of the weekend, if you did ok, be kind and leave a little more for them, they are they working people key to your conference. You can expect them to work hard when they are working for free. Budget this in your conference budget, remember, it depends on the size of your conference. I think at NY ICYPAA we tipped a total of 500, and the staff worked incredibly hard for us.

- I have also seen conferences that have sent a few pizzas to the night staff for all their help. Remember, it won't be the gal or guy who signed your contract that makes your conference run smooth, it will be the person at the door or cleaning your room.

Parking: If the hotel says an outside agency runs parking, set up a meeting with their manager. Find out what they normally charge and work down from there.

Room Rates: When possible, you want the same rate for single, double, triple, and quad-sized rooms. Make sure you have bids from several hotels, and *never* let the hotels see in writing what you have from the other hotels. Always wait until the very end to ask for a lower rate. Never agree to a rate or contract over the phone; face to face will pay off in spades. When you are at the final stage, and they want you to agree, tell them you need to speak to your committee or sleep on it.

Ok, that's the important stuff, other minor stuff is standard, but these are some time tested additions to hotel contracts. Also remember that just because a person is a lawyer does not make them a contract expert. If all you do is change numbers and don't add any language of your own to the contract, chances are that you're being taken down the novice highway by a skilled hotel salesperson that will have you sign, smile, shake hands, and then jump for joy when you leave because you sold the store for nothing.

There are two more important things. The first is any banquet type activity. *Never, ever, commit to an amount of people attending.* Even if you have to pay a few dollars more for the room cost, don't take this tempting apple from the hotel sales people. Commit to having a banquet and tell them you will give a number 72 hours out. This does two things: First, it prevents a major loss if people decide not to go to the banquet.

Second, and most important, it becomes the single biggest leverage you have with the hotel. As we all know, the closer we get to the actual dates, the more the hotel has you over so-called hot coals, and they know it. This is that strange period four weeks before a conference when the hotel finds all kinds of new charges to throw at you. This happened at a conference I will not name. The hotel wanted to charge $2700 for a union electrician to be on duty the whole weekend because the taper being present required it under union rules. $2700 to an AA conference can make or break it. Here's where the banquet came in handy. When you commit to 72 hours and a price, but not the number of plates, it gives you the choice to do the following: Tell the hotel you will only be ordering one banquet plate 72 hours out. This is totally contract cool, and the hotel people will freak. Last week we told them we had 350 sold, but that if they wanted to charge us $2700 for an electrician, then they could send home their entire union catering staff as we would cancel the banquet. The hotel wound up eating all but $250 of the electric cost, but understand, they did this because they want the banquet revenue. It's an awesome bargaining chip.

Also, due do 9/11, a new clause has become standard on the meeting planners side (the people who plan hotels for big companies with hotels, like our equal of the hotel chair). It is inserted under the cancellation section: "In the event of an un-foreseen act of terror that prevents or disrupts travel in the United States (air, train, bus, or private vehicle)"Insert name of conference" will not be held responsible for not meeting its contractual requirements with the hotel."

Host Committee Responsibilities

The following suggestions are from the Advisory Council and are to be considered by the new Host Committee. They are based on previous conference experience.

1. This conference does a greater job of carrying the message to young alcoholics when the conference planning committee is comprised of members 40 and under, with a minimum of one year's sobriety. This committee should be comprised of 15 to 21 members but no one should be excluded.

2. Many alcoholics travel great distances to hear and meet with other young alcoholics and to learn how the young alcoholic achieves sobriety. With this in mind, the council recommends an endeavor to obtain 75% of speakers in the 40 and under age group.

   To comply with 7th tradition guides, the Council feels that speakers should receive registration, room accommodations and any other expenses deemed appropriate by the Host Committee.

3. Newly Added, May 2007 - In an effort to keep the conference affordable to all members of AA, especially the young person, the maximum conference pre-registration fee is $15 (US) and onsite registration $20 (US). Alterations to the registration cost may be adjusted with Advisory Council's approval.

4. At the conference, wherever the main registration is located or the center focal point, we urge that nothing but A.A. Conference Approved Literature be sold. Experience has shown that a "Flea Market" can develop and those unaware of our endeavor can be mislead, especially by the press, radio and film. Keep the 12 Traditions in mind at all times.

5. Schedule the following meetings on your program: "How to Bid for GCYPAA" Q&A at 11:00 pm on Friday and a bid session at 9:00 am on Saturday. A room must be made available for use by the Advisory Council for its meetings throughout the weekend.

6. Before closing the conference, present the banner to the new Host City and invite the attendees to the next conference.

7. The Host Committee should be directly involved with any activity from which funds may be generated.

8. Save time for announcements by the Advisory Council at the end of the Saturday night meeting.

9. The Host Committee Treasurer is responsible to provide the Advisory Council Treasurer with monthly financial transactions reports and balance sheets. The Host Committee will have 90 days from the conclusion of its conference to forward a financial statement and bank statements and check registers to the GCYPAA Advisory Council Treasurer. It is the responsibility of the newly elected Advisory Council Members to ensure that these tasks are completed within a 90 day period. The Host Committee Treasurer will be prepared to sign the Federal Tax Return covering their conference activities upon request.

GCYPAA Advisory Council By-Laws

1.10 PREAMBLE:
We, the members of the Advisory Council of the Georgia Conference by Young People in Alcoholics Anonymous, set forth to establish and preserve, through the following principles, the experience of our predecessors. In 1991, the Georgia Conference by Young People in AA (GCYPPA) was founded for "one primary purpose - to carry the message to the alcoholic who still suffers," especially the young person in Georgia. In 1992, at the Macon Conference, a permanent Advisory Council was established for the preservation of the experience and material of the Conference.

We think it beneficial to establish a custodian to preserve the efforts and experience of the Conference, lest it be lost. We also believe it beneficial to share our experience with all who request, for it is through carrying this message that others may discover this solution within the framework of AA and "join us in brotherly and harmonious action."

1.20 AMENDMENTS:
In an effort to convey to all members of Alcoholics Anonymous that GCYPAA is not exclusively for young people, but rather for all who want to stay sober and help the alcoholic who still suffers, in 1996 it was decided by the Advisory Council to have GCYPAA changed from Georgia Conference of Young People in AA to Georgia Conference by Young People in AA. We, the Advisory Council for the Georgia Conference by Young People in AA, are hosting an annual conference for all to share in this happy, joyous, and free life we have been given with the gift of sobriety.

1.30 PURPOSE:
GCYPAA was formed for the expressed primary purpose of carrying the message of Alcoholics Anonymous through its annual celebration of sobriety among young people in AA, website, post office box, events, and other outreach tools. The Advisory Council is the custodian of the Conference experience. It shall offer, to anyone who requests it, information regarding young people and young people's groups as pertaining to the AA recovery program. It shall make its knowledge and experience available, on a regular basis, to the General Service Office (GSO) and AA as a whole on for use throughout AA.

1.40 STRUCTURE OF THE ADVISORY COUNCIL:
1.41 Each Host Committee shall designate three (3) members and three (3) alternate members to serve a term of four years (their conference and four traveling conference) on the GCYPAA Advisory Council. These incoming Advisory Council members will not be required to assume an active role until after their city has concluded the Conference. However, they are encouraged to participate in Advisory meetings during their Conference and the three (3) members will have a recognized vote. There participation in the selection of the new host city is contingent on being present for the bid session and the entire deliberation session. Elections for Advisory Council Members and Alternates should be held 2 – 3 weeks prior to the conference date.

1.42 The three (3) elected members should be elected by "Third Legacy Procedure" (see AA Service Manual). The three (3) alternate members shall be members of the Host Committee who are chosen, either by election of the Host Committee or appointment by the elected Advisory Council members from that Host Committee to replace members from their host city that may resign. These alternates are to be selected and provided to the Council in sequential order (i.e. alternate #1, alternate #2, etc.).

1.43 Vacant Council seats shall be filled by these previously designated alternates as approved by the Council.

1.44 All those being appointed must have served on the Conference Host Committee continuously for six (6) months prior to the actual conference on which they have served, be members of Alcoholics Anonymous, have reached his/her eighteenth (18th) birthday, have at least two (2) years of continuous sobriety, and have practical experience with AA's Twelve Steps.

1.45 Council members shall not have reached their fortieth (40th) birthday upon election, but shall serve until their term expires, regardless of age.

1.46 Should the Advisory Council not have full membership after all alternate members from the current sitting Host committees have been exhausted, previous Advisory Council Members, starting with the last to rotate off, may be called back within ten (10) years after their term lapses to serve regardless of age until full membership (12 members) is once again maintained.

1.47 Failure to attend two consecutive standing scheduled Advisory Council meetings shall be considered voluntary resignation.

1.48 Consumption of alcoholic beverages shall be considered resignation.

1.50 PROCEDURES:

1.51 The Advisory Council shall maintain a post office box for correspondence, and a list of all current Advisory Council members including contact information.

1.52 The Secretary arranges to ensure all rents are paid on the post office box and that all correspondence is responded to appropriately.

1.53 The Advisory Council shall establish a letterhead for use by all Advisory Council members for Council business.

1.54 The Operating Committee should bring to the full Advisory Council for approval any amendments to the "Facts, Aims, and Purposes of the Young People's Groups," the Conference Bidding Requirements, and Advisory Council by-laws.

1.55 The Advisory Council financial transactions shall be made though its bank accounts. No member of the Council shall incur expenses in the Advisory Council's name in excess of $100 without first receiving a two-thirds majority approval of the Advisory Council.

1.56 The Advisory Council shall act as a body and no individual shall act independently of the Advisory Council conscience in the Advisory Council's name.

1.57 The post office box, bank accounts, and all Advisory Council material are reserved for the sole use of official Advisory Council business. All other uses are prohibited.

1.58 Any member of the Advisory Council proposing any change in the By-Laws or the Conference Guidelines should distribute copies of these proposals prior to the Friday of the meeting of the Georgia State Service Assembly (GSSA) for the purpose of evaluation by other Advisory Council members. Any emergency proposals may be added to the agenda by a two-thirds majority vote.

1.59 A two-thirds vote is necessary to change By-Laws or rescind any operating rules.

1.510 All materials of the Advisory Council shall be deemed property of the Council and passed on to its successors.

1.511 All Council documents and their revisions will have current date affixed as a part of those documents.

1.60 COUNCIL MEETINGS:
1.61 The Chairperson shall call for and arrange the meeting place and agenda for all Council meetings.

1.62 Normal business motions and resolutions shall require a simple majority vote of the quorum (51%). Conference site selection and officer elections shall utilize the "Third Legacy" procedure vote.

1.63 All Council members have one vote and will vote on all matters.

1.64 Absentee voting is not permitted.

1.65 The Advisory Council shall have sole authority in choosing the conference sites.

1.66 In the event no bid is presented for consideration, an emergency meeting of the Advisory Council shall be called without delay. All previous and present Advisory Council members will be invited to attend in order to find a suitable site for the Conference, determine if the Conference should be suspended, and/or determine the subsequent fate of the Advisory Council, the Conference, and any continued function.

1.67 The Operating Committee shall submit for approval distributions of funds for the coming year. It should allocate funds so as not to cause unnecessary delay and confusion. The Advisory Council shall endeavor to maintain a $2,000 prudent reserve for Conference support, if necessary. The Conference and reserve funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the Advisory Council.

1.70 THE CONFERENCE:
1.71 The Outreach Chairperson shall annually issue to all major area central offices, young peoples' groups, those who request it, and whomever he/she deems necessary, an invitation to bid for the Conference. The invitation should include the Bidding Requirements and a current Conference flier, if available.

1.72 Council members should encourage participants though out the year to preserve the Conference. The Advisory Council will by the ultimate authority in choosing the Conference site and will hear bids at its annual Conference meetings.

1.73 All Young Peoples' Conferences shall be designated as such and also shall be designated with a number so as to preserve its autonomy and character. They shall not be held in conjunction with or in conflict of any other major AA function.

1.74 All Conference memorabilia must have a peach on it as a Conference trademark.

1.75 The theme of the Conference should come from a direct quote out of book Alcoholics Anonymous.

1.76 All Advisory Council, Conference Host Committees, or other Advisory Council group members and designees are under full obligation to pay their own expenses and cannot expect the Advisory Council or Conference to assume any financial obligations. However, any materials and/or financial assistance given by the Advisory Council shall be returned to the Advisory Council if available from Conference monies, after expenses. The Conference Host Committee has sixty (60) days after the Conference dates to forward all financial statements and excess monies to the Advisory Council Treasurer. It shall be the responsibility of the newly elected Advisory Council members of the Conference Host Committee to make sure the financial statements and excess Conference monies are forwarded to the Advisory Council Treasurer within the sixty (60) day period.

1.77 The Conference Host Committee shall maintain a permanent address until such time after the Conference that all Conference business is completed at which time a forwarding notice will be placed with the Post Office to forward correspondence to the Advisory Council permanent address.

1.78 Any Conference Bid Committees should be freely offered copies of all prior Conference materials together with whatever individual or collective information the Advisory Council and its members' posses. The Advisory Council stands ready to assist when requested or when the Host Conference Committee appears to be having difficulty. In such case, the priority of the Advisory Council will be to reestablish the autonomy of the Host Conference Committee as soon as possible.

1.79 Conference Host / Bid committees are distinct committees; however do not have complete autonomy from the Advisory Council (i.e.: signing the hotel contract, approval of conference flier, etc.).

2.0 OPERATING COMMITTEE:

2.01 Terms - The Operating Committee shall consist of the following positions: Chairperson, Co-Chairperson, Secretary, Treasurer, and Outreach Chairperson from the Advisory Council. They shall not take actions individually or collectively on behalf of the Advisory Council or GCYPAA without the consent of the entire Advisory Council. The Advisory Council may decide at any time to create other positions or sub-committees which shall serve at the pleasure of the entire Advisory Council. (Adopted: September 2005 - Savannah)

2.02. Eligibility – The Operating Committee members must have served on the Advisory Council for one (1) year prior to their election to the Operating Committee. Operating Committee members may not be re-elected to serve more than two (2) years unless hardship occurs. All Operating Committee members will be elected by "Third Legacy Procedure" (see AA Service Manual) (Adopted: September 2005 - Savannah)

2.1 CHAIRPERSON:

The chairperson shall plan, arrange, and announce the agenda for all Advisory Council and Operating Committee meetings, reserve the Advisory Council and Host Committee a hotel room at the Georgia State Assembly (GSSA), open Advisory Council and Operating Committee meetings, maintain meetings in a reasonable order; recognize members entitled to the floor; state and put to vote all motions properly made and seconded; announce the result of all votes; affix his/her signature to all Advisory Council actions; and be one of three signatures on all bank transactions requiring endorsement. This person shall also be the primary signature on all facility contracts; act as liaison to any AA member who has a request of the Advisory Council; maintain a working relationship between Host Committees and the

Advisory Council to ensure that the best interests of GCYPAA are being served, maintain regular correspondence with all Advisory Council members to insure that all Advisory Council tasks are being attended to; stand ready to assist in any tasks where assistance is requested or required; and keep the Operating Committee and co-chairperson abreast of all Advisory Council matters of importance. Work jointly with the Treasurer to maintain a working list of all financial obligations, and ensure that all obligations are being met, act as liaison to ICYPAA and the General Service Office, schedule and arrange a biennial "group inventory" and select a facilitator. (Adopted: September 2009 – Savannah)

2.2 CO-CHAIRPERSON:
The Co-Chairperson shall, in the absence of the Chairperson, accept the full duties of the Chairperson; carry out various duties as assigned by the Operating Committee; act as liaison to other regional and neighbor Young People's Conferences (i.e.: SERCYPAA, ECYPAA, NCYPAA, FCYPAA, etc.) and ensure that the General Service Office and the ICYPAA Advisory Council has a current list of GCYPAA Advisory Council members including current mailing address / e-mail addresses. The Co-Chairperson shall be one of the three signatures on all bank transactions requiring endorsement and remained fully informed on all Advisory Council matters. The Co-Chairperson shall also be responsible for maintaining and distributing the Host Committee packet and the Bid Committee packet to the newly elected Host Committee for the upcoming conference. (Adopted: September 2005 – Savannah)

2.3 TREASURER:
The Treasurer shall keep detailed, accurate financial records of all Advisory Council transactions; give financial reports summarizing all income and expenditures at Advisory Council meeting; submit a financial statement at each Advisory Council meeting; have in his/her possession, at the Advisory Council meeting, all bank statements, deposits slips, tax returns, and check books, in order to be prepared to make necessary deposits and disbursements at Advisory Council meetings; shall maintain all accounts in an inspection ready state subject to inspection at any time; be one of three signatures on all bank transactions requiring endorsement; and bring signature cards to all Advisory Council meetings where an election to the Operating Committee will take place so that signatures can be readily updated. The Treasurer will arrange for payment of expected routine expenses (i.e.: LLC registration, conference insurance, etc.). The Advisory Council Treasurer will communicate with the Host Committee Treasurer about the Advisory Council's operating budget and how it is met; work with the Treasurer of a Host Committee to insure the proper maintenance of financial records; and oversee the preparation and filing of federal tax returns. The Treasure shall immediately inform the Operating Committee of any inconsistency in the accounts or records. (Adopted: September 2009 – Savannah)

2.4 SECRETARY:
The Secretary shall act as custodian of all Advisory Council materials; maintain and make available at Council meetings notebooks of all prior Advisory Council meeting minutes; keep minutes of all Advisory Council and Operating Committee meetings which record all actions of the Advisory Council with the exception of when the site selection is being discussed (only the results shall be recorded). Furnish information from GCYPAA Advisory Council records when appropriate. Shall maintain the post office box and e-mail address for all correspondence, answer all correspondence or direct it to the appropriate person promptly; furnish minutes of the Advisory Council meeting to all Advisory Council members within thirty (30) days of the meetings for review; furnish copies of all needed materials or correspondence to all Council members in decisions affecting the Council. The Secretary shall see to it that an Advisory Council letterhead is established and furnished for use by all Advisory Council members in any official Advisory Council correspondence; be responsible for the revision and printing of all

Council documents and literature including By-Laws; Facts, Aims and Purposes; Bidding Requirements; Host Committee Responsibilities; and Conference Recommendations and Suggestions. These items should all contain accurate revision dates and be made freely available to anyone. (Adopted: September 2005 – Savannah)

2.5 OUTREACH CHAIRPERSON:
The Outreach Chairperson shall maintain contact with the Host Committee Outreach Chairperson and coordinate with said person to ensure that General Service Office (GSO), AA Grapevine / La Viña, ICYPAA, regional Young people's conference (i.e. SECYPAA, ECYPAA, etc), and all neighbor Young People's Conferences (i.e. NCYPAA, FCYPAA, etc.) have an official Conference registration form at the earliest possible date. The Outreach Chairperson shall mail / e-mail all Advisory Council members flyers on events planned by or for the current Conference; obtain from the current Host Committee an official Conference registration form at the earliest possible date; build and maintain a GCYPAA mailing database of inner-groups, central offices, and YP groups and mail said registration form to mailing database. The Outreach Chairperson shall obtain all registration lists / databases and any other materials which the Advisory Council deems in the best interest of GCYPAA; coordinate at least one mass mailing to the entire mailing list per year an official Conference registration form. The Advisory Council will have ultimate responsibility for financing the mailings. However, financial assistance from the Host Committee will be welcomed and encouraged if it is in a position to contribute. (Adopted: September 2005 – Savannah)

2.6 ARCHIVIST:
As almost any shred of material may one day be important in keeping our history intact, the archivist shall act as the caretaker of the archives; ensure that all factual material (documents, memorabilia, traveling showcases, etc.) are held in the Area 16 secure depository in such a way that there can be no substantial distortion of the material or the message of AA; shall be the liaison between the GSO Archivist and the ICYPAA Archivist; shall participate as an active member of the State (Area 16) archives committee and work closely with the Area 16 Archives chair to maintain and preserve all State AA archives. The Archivist shall follow the Archives Guidelines as set forth by GSO; act as liaison to Host Committee in all archive matters (i.e.: displays of materials for the Conference, and collection of material before, during, and after the Conference); obtain original Council minutes from the out-going Secretary and maintain originals for reference or display as needed; make suitable arrangements for the transportation and display of GCYPAA and State archives at the conference; and submit an annual inventory report of current GCYPAA holding in archives. The Archivist position shall serve for a total of four (4) years, after which he/ she may not be re-elected; may be a present Advisory Council member or a past Council member having at least one (1) year of service on the Advisory Council prior to election to the Archivist position, if the archivist is a past member of Council, he/she will act as a non-voting member of the Council. The Archivist must at all times act in accordance with the 12 Traditions, and the 12 Concepts of AA, being especially concerned with the protection of members' anonymity exercising appropriate authority while always remaining accountable to the guidance of the Advisory Council. To this end, the archivist shall exercise appropriate authority, while always remaining accountable to the guidance of the Advisory Council, and the Host Committee. This person shall hold the conference banner between conferences. At the start of each Conference, the Archivist will turn the banner over to the Host Committee for display and collect the banner after the closing meeting of the conference. (Adopted: September 2009 – Savannah)

2.7 WEB SITE CHAIRPERSON:

The Web Site Chairperson is responsible for the maintenance of the GCYPAA website (www.gcypaa.org) which the Advisory Council controls; posses working knowledge of web design & maintenance; shall serve for a total of four (4) years, after which he or she may not be re-elected unless hardship occurs or inadequate knowledge within Council nominees; obtain from the current Host Committee an official Conference registration form at the earliest possible date; obtain from Secretary accurate revisions of all council documents and literature including By-Laws; Facts, Aims and Purposes; Bidding Requirements; Host Committee Responsibilities; and Conference Recommendations and Suggestions. All these items should all be digitized using a common tool to allow viewing and downloading from the website. The Web Site Chairperson must at all times act in accordance with the 12 Traditions, and the 12 Concepts of AA, being especially concerned with the protection of members' anonymity exercising appropriate authority while always remaining accountable to the guidance of the Advisory Council. To this end, the web chairperson shall exercise appropriate authority, while always remaining accountable to the guidance of the Advisory Council, and the Host Committee. (Adopted: September 2005 – Savannah)